



***Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board***

---

***Meeting Minutes \* April 9, 2010***

**Members Present**

Terry Glenn	VA Department of Corrections, Richmond
Gregory Helm, M.D., Ph.D.	University of Virginia Medical Center, Charlottesville
Page Melton	Caregiver, Richmond
Teresa Poole	Lakeview Blue Ridge, Blacksburg
David Reid, Psy.D., Chair	Augusta Psychological Associates, Waynesboro
Jim Rothrock ( <i>Ex-officio</i> )	VA Department of Rehabilitative Services, Richmond

**Members Absent**

Doug Harris, J.D.	VA Department of Health (Commissioner's Designee), Richmond
-------------------	---

**Staff**

Kristie Chamberlain	VA Department of Rehabilitative Services, CNI Program Staff
Patti Goodall	VA Department of Rehabilitative Services, CNI Program Staff

---

The Commonwealth Neurotrauma Initiative (CNI) Trust Fund Advisory Board met for a regular quarterly business meeting at the Community College Workforce Alliance Auditorium, 1630 E. Parham Road, Richmond, VA. David Reid, Psy.D., Chair, convened the meeting at 8:44 a.m.

**Public Comment Period**

A public comment period was held at 8:45 a.m. No public comments were made.

**Approval of December 4, 2009 Minutes**

**Teresa Poole made a motion to approve the meeting minutes from the December 4, 2009 meeting; Commissioner James Rothrock seconded. The motion passed unanimously.**

**Approval of April 9, 2010 Agenda**

There were no additions to the agenda.

**Confirmation of CNI Advisory Board Chair**

The CNI Advisory Board members held an electronic vote March 31, 2010 through April 6, 2010 for the re-election or new election of a CNI Advisory Board Chair. David B. Reid, Psy.D, was re-elected as Chair of the CNI Advisory Board. Dr. Reid began his second four-year term on the Board July 1, 2010.

**Update from the DRS Commissioner, James Rothrock**

The Commissioner began his remarks by thanking the Board members for their attendance at the Research Colloquium which was scheduled to follow the Board meeting. He then updated the Board on the following misc. items in no particular order:

- There is no update on the Commissioner of DRS appointment
- Between January and March, Joe Flores-staff to the Senate Budget Committee inquired about the CNI Trust Fund's balances (grants awarded, obligated balance and available funds) to both Commissioner Rothrock and the CNI Trust Fund staff.
- Section 3-3.04B of House Bill 29, which is the bill to amend the current Appropriation Act for the remainder of Fiscal Year 2010, calls for the State Comptroller to not allocate interest earnings to non-general funds other than those required to receive such interest by Federal or Virginia Constitutional requirement for the second through fourth quarters of Fiscal Year 2010. Therefore, for the second through fourth quarters of Fiscal Year 2010, DOA will currently only allocate interest to the required funds until the disposition of House Bill 29 is finalized. This means the CNI Fund will not see the Fund interest.
- The Brain Injury Services Coordination Unit is hiring a new individual to be the Grant Coordinator for the DRS Federal Traumatic Brain Injury (TBI) Act Grant. This individual will start April 19, 2010.

### **Financial Report**

Kristie Chamberlain, staff to the Advisory Board, provided an overview of the CNI Trust Fund finances. Since its inception in 1998 through March 31, 2010 total revenue into the Fund is \$14,917,806.47. The Trust Fund has awarded \$17,866,572.25 in grant awards (including \$620,091.74 in administrative services) since July 2003. The Fund currently has an obligated balance of \$2,948,765.78 (obligated funds: revenue minus grant awards), with an available balance of \$542,131.48 (revenue minus expenditures to date). FY' 2010 revenue into the Fund is averaging about \$92,000.

### **Re-Release of the Brain Injury Services Case Management Software Request for Proposals**

Discussion ensued on the re-release of the Brain Injury Services Case Management Software RFP that was released and canceled in the fall/winter of 2010.

**Terry Glenn made a motion to reissue the Brain Injury Services Case Management System RFP for up to \$180,000 over two years allowing the Department of Rehabilitative Services to review, rank and award the proposals on behalf of the CNI Trust Fund. Teresa Poole seconded the motion. The motion passed unanimously.**

### **Release of an RFP in 2010**

The Board discussed the option of releasing a Request for Proposals in 2010 (specifically, Option-A, Research on the Mechanisms and Treatment of Neurotrauma). Due to the obligated balance of current grant awards through June 30, 2012, the Board felt like they should allow the Fund to replenish before issuing another RFP. There was discussion about informally surveying the current grantees for what they would suggest the board consider as a focus for the next round of funded research grants and possibly issuing a call for letters of intent in September 2010.

**Commissioner Rothrock made a motion that at the June 18, 2010 quarterly meeting that staff propose a timeline in order for grants to be awarded by July 1, 2011 and include the**

**informal survey responses of research and provider communities; Terry Glenn seconded. The motion passed unanimously.**

**Future Meeting Dates**

Staff reviewed the future quarterly meeting dates with the Board members noting the June meeting date had been changed to Friday, June 18.

- Friday, June 18, 2010-DRS Central Office
- Friday, September 17, 2010- DRS Central Office
- Friday, December 3, 2010-DRS Central Office

**Dr. Reid adjourned the meeting at 9:53 a.m.**